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21 December 1956

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus
FROM: Chief, FBIS
SUBJECT: Letter of Instruction

GENERAL

1. The Chief, FBIS attended the annual meeting of the FBIS - BBC Monitoring Services Co-ordination Committee in London on 5 December. Copies of the approved record will be sent to the field. Noteworthy was the evidence in England of continued good feeling and effective working relationships among the personnel of the two services despite recent differences on the governmental level. [redacted]

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2. Evaluation of the results of the recently completed reception survey of Africa and Turkey is awaiting the final report of the head of the mission. [redacted], who has just returned to Headquarters [redacted]

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3. The recently completed annual consumer survey of FBIS publications revealed considerable interest in world-wide radio reaction reports on significant events. USIA has requested a total of 100 copies of these reports, 80 of which will be for distribution to its principal field posts. No other FBIS publication receives such wide field distribution in USIA. A total of 520 of these reports are now sent to 82 consumers. [redacted]

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4. At the request of the Department of Justice, FBIS furnished tapes and transcripts from original belt recordings of broadcasts made by U.S. POW's during the Korean War. The recordings contained about 14 hours of broadcasting and the transcripts amounted to approximately one thousand reproduced sheets. [redacted]

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5. The Chief, Okinawa Bureau advised on 14 November that the Marine Corps has dropped its interest in the Bolo Airstrip as a helicopter Base in support of the Third Marine Division. Two other sites on Okinawa are now under active consideration. [redacted]

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6. The Chief, Mediterranean Bureau reported that "during the period 11-16 October, British Security Forces carried out extensive search operations of the Kyrenia mountain range and coastal strip westward from

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the town of Kyrenia. This search, designated as "Operation Sparrowhawk II" was centered upon the Karavas-Lapithos area. No forewarning to the Bureau was possible because only the Governor of Cyprus and the commanding officer of the troops knew of the plans until one hour before the operation began. During the first thirty hours, no vehicular traffic was allowed out of the curfewed area. Later a much curtailed FBIS bus service was permitted. Five Greek Cypriot bureau employees resident in curfewed villages were kept at the station continuously and were fed at Government expense. There was no way they could return to their homes during the operation. All five employees were taken off the premises by troops for a short interrogation and then returned. (All Greek Cypriots living in the search area were similarly interrogated.) Shortly after midnight on Thursday 11 October the Ayios Yeorgios/Karavas/Lapithos areas from north of the Kyrenia mountain range to the sea, was cordoned off by the British paratrooper and security police forces. Our 0100 (l.t.) bus to Kyrenia was stopped at the checkpoint between Ayios Yeorgios and Kyrenia and not allowed to pass. It therefore turned back to the station. At the station cots were broken out and personnel used these or beds at the homes of the Bureau Chief and the Chief Engineer. This arrangement continued until the raising of the curfew. Arrangements with the British Forces were made to allow two daylight bus trips daily under military escort. These arrangements continued until 1400 (l.t.) on Tuesday 16 October."

7. Construction:

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a. The final phase of the Okinawa housing construction is 70% complete.

b. Repair of the East Coast Bureau's 6000-foot front fence line (including building compound perimeter) facing has been approved. The remainder of the site fence will be repaired during the next fiscal year.

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8. As a safety measure, the access road at the West Coast Bureau has been widened and repaired at the two major curves.

EDITORIAL COMMENT

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1. General

a. The text of the Soviet disarmament proposal of 17 November was delivered by courier to the White House, take by take as received from London.

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b. With consumer approval, the Far East Daily Report format was altered as from 13 November. Material from Chinese Communist transmitters is now broken down into international, national, and regional affairs. Indochina is divided into five Sections: North Vietnam, South Vietnam, Cambodia, non-official radios and periodicals.

c. Previous Letters of Instruction have emphasized that Daily Report style is determined, in respective priority, by the FBIS field and Headquarters Style Manuals and the GPO Style Manual (1953 Edition). Incoming copy from virtually all bureaus indicates uneven compliance with the established criteria. Particular reference is made to rules of compounding and the preferred spelling of common nouns. An explanation for continuing discrepancies may be that some bureaus do not have the 1953 Edition of the GPO Style Manual, which differs considerably from the 1945 Edition. If this is the case, please direct requests for the required number of copies to TIU.

d. Editors and Teletypists should be reminded that failure fully to utilize line space violates Signals rules and complicates Daily Report pagination.

e. The consistently high level of performance of all bureaus concerned with the critical events in Eastern Europe and the Middle East is much appreciated. FBIS consumers have forwarded numerous spontaneous expressions of satisfaction with the division's exemplary performance during the past few months. An example from a high-level State Department official is attached.

2. London

a. FYI's which note the absence of a PRAVDA editorial on any particular day are very useful, particularly when they are received early in the day before the final format of that day's Daily Report is established. Correspondingly, FYI's should be filed promptly to report an expected delay in processing of the current PRAVDA editorial.

b. Editors are reminded that lengthy notes, speeches or statements which are processed from two or more different transmissions and which are consequently filed in more than one series of messages, need proper editor's notes and pick-up words to indicate continuity and completeness.

3. Okinawa

Editors are to be commended for their prompt adjustment to the

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new Daily Report format for Communist Chinese material as reflected in the filing of briefs grouped according to the three major categories: international, national, and regional affairs. This practice of assembling related briefs prior to filing greatly facilitates publication of the report.

4. Tokyo

a. Recent bureau efforts to compress the daily file are apparent and appreciated. In this connection, editors are reminded that it is not necessary to file FYI's to report unintelligible non-Communist broadcasts. Summaries of Ulan Bator broadcasts are not required.

b. Editors are requested to use adjectival forms when indicating bilateral relations between states. A correct example is "Japanese-Indian talks," and not "Japan-Indian talks." Also ROK, U.S. and other abbreviated adjectival forms should not be used as nouns.

PROPAGANDA ANALYSIS COMMENT

1. A statement of RPB policy in submitting guidance to field bureaus has been issued and copies will be sent to all bureaus. [] 50X1

2. Commentary list compilers are urged to indicate clearly whenever possible the major theme of each item on the commentary list. Do not use verbs such as "remarks," "says," "notes," "recalls," and "points out," as synonyms for "stresses"; these do not convey the notion of a major theme, but could refer to a single sentence or paragraph. [] 50X1

3. Special studies issued during the last thirty days include a report on Soviet Propaganda on the Middle East, on the commemoration of Zhukov's 60th birthday, on Suslov's October Revolution speech, on Peking propaganda on American POW's in China, on Chinese Communist attitude toward the Soviet-Yugoslav debate and the Satellite thaw and on the Soviet radio output to foreign audiences. Reports in preparation include a study on Moscow-sponsored Satellite attacks on Yugoslavia and Poland, and a report on the revision of Soviet history. [] 50X1

ADMINISTRATION [] 50X1

1. Administrative Officers are requested to forward all documentary travel papers (tickets, T/R's, receipts, etc.) together with the voucher and securely attached.

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2. Bureaus are reminded to use appropriation No. 11X2200 Operations FBIS on T/R's and GBL's. Appropriation No. 21X6889 will still be shown on vouchers which are forwarded to Disbursing Officers for payment.

3. Bureaus are requested to indicate complete address on messages regarding shipments of household effects, air freight, surface freight, automobiles, etc. A copy of the message is forwarded to Transportation Division, which requires the address to clear the shipment through customs. Attention is also invited to Administrative Bulletin #2 describing the proper manner of addressing shipments.

4. Part II, Potential, of Fitness Reports is not required on clerical personnel, including clerk typists, teletypists, etc.

5. Bureaus are reminded of the requirements of Applications for Employment Forms are coming to Headquarters without the required clearance information.

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6. The following issuances have not previously been reported:

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PERSONNEL CHANGES

1. New Employees:

Assignment:

Editor
Editorial Br.

Librarian
Editorial Br.

Intell. Asst.
RFB

Teletypist
Teletype Unit

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2. Reassignments Within FBIS:

From:

To:

Asst. Chief Eng
ECB

Asst. Chief Eng 50X1
ECB

Senior Ed.
WCB

Chief, USSR Regi
al Unit,
Editorial Br.

Engineer
WCB

Engineer
Med. Bur.

Monitor
WCB

Elect. Tech.
Med. Bur.

3. Separations From FBIS:

From:

Clerk Typist
Editorial Br.

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Attachment:
copy of letter

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